

**IMPORTANT:** Read page 6 for instructions to complete this Application Form

Symbol: **M0000A**

DPF 47 CAP designed 10-01-03 page 1

**15. Employment Record. Sections A through F MUST be completed even if you do not have this type of experience. A resume, letter, etc. will not be accepted as a substitute for the requested information below.**

**For each clerical duty experience area (A through F), check the length of time you have performed the type of work stated and list the jobs where you obtained that experience. You may add extra sheets if you require more space for listing employers. ITEMS "A" THROUGH "F" MUST BE COMPLETED. EACH MUST HAVE ONE, AND ONLY ONE, ITEM (I.E. LENGTH OF EXPERIENCE) CHECKED. LENGTH OF EXPERIENCE IS BASED ON FULL-TIME (35 HOURS OR MORE PER WEEK) EMPLOYMENT.**

***Note that an employer may be listed under more than one experience area if you obtained different types of experience while working with that same employer.***

## A General Clerical Duties Experience:

**Examples** of General Clerical Duties include filing, processing forms, receiving mail, scheduling appointments, taking telephone messages, operating fax and copy machines. **(Check one box only.)**

- ☐ None to less than 6 months
- ☐ 6 months to less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years or more

**Employer where I obtained General Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained General Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained General Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

## B Supervision of Clerical Employees Experience:

**Examples** of Supervision of Clerical Employees Duties include assigning work, training subordinate staff, reviewing work performance, and recommending the hiring, firing, promoting, and/or disciplining of employees. **(Check one box only.)**

- ☐ None to less than 6 months
- ☐ 6 months to less than 1 year
- ☐ 1 year to less than 2 years
- ☐ 2 years to less than 3 years
- ☐ 3 years to less than 4 years
- ☐ 4 years to less than 5 years
- ☐ 5 years or more

**Employer where I obtained Supervision of Clerical Employees Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained Supervision of Clerical Employees Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained Supervision of Clerical Employees Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

## C Financial Clerical Duties Experience:

(Involving money, accounts, record-keeping, payroll, taxes, etc.) **Examples** of Financial Clerical Duties include recording financial data, processing of cash items, preparation of payroll forms, processing insurance applications and changes, maintaining tax records. **(Check one box only.)**

- ☐ None to less than 6 months  
☐ 6 months to less than 1 year  
☐ 1 year to less than 2 years  
☐ 2 years to less than 3 years  
☐ 3 years to less than 4 years  
☐ 4 years to less than 5 years  
☐ 5 years or more

### Employer where I obtained Financial Clerical Duties Experience:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

### Employer where I obtained Financial Clerical Duties Experience:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

### Employer where I obtained Financial Clerical Duties Experience:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

## D Library Clerical Duties Experience:

(Applies to experience working in a library only.) **Examples** of Library Clerical Duties include charging and discharging books and other library materials, shelving and filing, maintaining catalogues, serials and other records of library transactions, providing assistance to library patrons in the use of files and indexes. **(Check one box only.)**

- ☐ None to less than 6 months  
☐ 6 months to less than 1 year  
☐ 1 year to less than 2 years  
☐ 2 years to less than 3 years  
☐ 3 years to less than 4 years  
☐ 4 years to less than 5 years  
☐ 5 years or more

### Employer where I obtained Library Clerical Duties Experience:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

### Employer where I obtained Library Clerical Duties Experience:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

### Employer where I obtained Library Clerical Duties Experience:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

## E Purchasing/Inventory Clerical Duties Experience:

(Involving stock control, inventory records, etc.) **Examples** of Purchasing/Inventory Clerical duties include preparing purchase orders, resolving requisition, ordering or shipment problems, working with stock control and inventory records systems, checking shipments, assembling of stock for orders, conducting inventories, reviewing invoices. **(Check one box only.)**

- ☐ None to less than 6 months  
☐ 6 months to less than 1 year  
☐ 1 year to less than 2 years  
☐ 2 years to less than 3 years  
☐ 3 years to less than 4 years  
☐ 4 years to less than 5 years  
☐ 5 years or more

### Employer where I obtained Purchasing/Inventory Clerical Duties Experience:

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
*Month/Year Month/Year*

## SECTION E (continued)

<p><b>Employer where I obtained Purchasing/Inventory Clerical Duties Experience:</b></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Position Title _____</p> <p>Dates of Employment / from _____ to _____  <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> </p>	<p><b>Employer where I obtained Purchasing/Inventory Clerical Duties Experience:</b></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Position Title _____</p> <p>Dates of Employment / from _____ to _____  <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> </p>
<p><b>F Word Processing or Data Entry Clerical Duties Experience:</b></p> <p><b>Examples</b> of Word Processing or Data Entry Clerical duties include those clerical functions where operating electronic key-entry machines (terminals, typewriters, word-processors, scanners, key punch equipment) are involved. Other duties may include editing, updating, retrieving, verifying and correcting data. <b>(Check one box only)</b></p> <p><input type="checkbox"/> None to less than 6 months</p> <p><input type="checkbox"/> 6 months to less than 1 year</p> <p><input type="checkbox"/> 1 year to less than 2 years</p> <p><input type="checkbox"/> 2 years to less than 3 years</p> <p><input type="checkbox"/> 3 years to less than 4 years</p> <p><input type="checkbox"/> 4 years to less than 5 years</p> <p><input type="checkbox"/> 5 years or more</p>	<p><b>Employer where I obtained Word Processing or Data Entry Clerical Duties Experience:</b></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Position Title _____</p> <p>Dates of Employment / from _____ to _____  <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> </p>
<p><b>Employer where I obtained Word Processing or Data Entry Clerical Duties Experience:</b></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Position Title _____</p> <p>Dates of Employment / from _____ to _____  <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> </p>	<p><b>Employer where I obtained Word Processing or Data Entry Clerical Duties Experience:</b></p> <p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>Position Title _____</p> <p>Dates of Employment / from _____ to _____  <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> <div style="text-align: center; width: 150px;"> <i>Month/Year</i> </div> </p>
<p><b>The questions that follow allow your input regarding your employment needs and preferences. It is extremely important that you respond to each question and that you give each one full consideration. This information is used to help insure the best match between job applicant and employer need.</b></p>	
<p><b>16. Are you willing to accept part-time employment?</b></p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO, I only wish full-time work.</p> <p><b>18. Certain clerical titles, like Stock Clerk and Vault Clerk, may involve heavy lifting. Are you willing to perform duties where heavy lifting of documents, ledgers, boxes, or equipment will be required?</b></p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO, I do not wish to do heavy lifting in my work.</p>	<p><b>17. Are you willing to accept a clerical position in an institutional setting (e.g., State prison or hospital)?</b></p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO, I do not wish to work in an institution.</p> <p><b>19. Are you willing to accept an entry-level position at an entry-level salary? Entry-level positions typically do not require prior clerical experience and may have salaries in the \$10,000 to \$14,000 per year range.</b></p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO, I wish to be considered only for higher-level clerical positions that consider my work experience and/or have salaries higher than those stated.</p>

**20.** Are you willing to accept employment with the STATE OF NEW JERSEY? Employment with the STATE involves working for a State department such as Department of Labor, Department of Transportation, Department of Personnel, Department of Environmental Protection, Department of Agriculture, etc.

☐ **YES** *I wish to be considered for employment for those STATE, COUNTY, or MUNICIPAL jobs for which I qualify.*

☐ **NO** *I only wish to be considered for employment with a COUNTY or MUNICIPAL governmental agency. (Examples: Mercer County, Camden County, City of Newark, City of Trenton)*

**21.** Are you willing to accept entry-level employment with the JUDICIARY (The COURT system of the State of New Jersey)? Note that employment opportunities with the STATE JUDICIARY typically DO NOT require prior clerical experience. Salaries for typical judiciary entry-level positions (Judiciary Clerk 1), (Judiciary Clerk 2) may be referenced at: [www.judiciary.state.us/jobs/index.htm](http://www.judiciary.state.us/jobs/index.htm).

☐ **YES**

☐ **NO** *I do not wish to work for the court system in an entry-level position. I would prefer to be considered only for higher-level clerical positions that consider my work experience and/or have salaries higher than those shown on the Judiciary website.*

**22.** If you are proficient in a language (or languages) other than English and wish to be considered for a bilingual position involving English and another language, check those languages in which you are proficient:

[Note that any claimed proficiency will be tested prior to your being hired into a permanent bilingual position]

**Language**

- |   |  |
|---|--|
| <input type="checkbox"/> 1. French        | <input type="checkbox"/> 6. Russian                |
| <input type="checkbox"/> 2. French Creole | <input type="checkbox"/> 7. Spanish                |
| <input type="checkbox"/> 3. Korean        | <input type="checkbox"/> 8. Vietnamese             |
| <input type="checkbox"/> 4. Polish        | <input type="checkbox"/> 9. American Sign Language |
| <input type="checkbox"/> 5. Portuguese    |  |

**23. Salary:** Provide us with the **minimum** starting salary that you are willing to accept. The amount you enter does NOT obligate or commit you to this salary; it only affects your possible selection into employment lists. Note that open competitive employment lists are created based on the **starting salary** of the position to be filled.

I am willing to be considered for jobs whose **starting salary** begins at:   ,000 per year.

**You will NOT be considered for positions that pay LESS than the amount you indicate above. You may be considered, if eligible, for positions with salaries HIGHER than the amount you indicate above.**

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS:**

I authorize the New Jersey Department of Personnel to obtain any information relating to my work activities from prior and current employers. I release any organization or individual from any form of liability that may result from compliance with this authorization.

**CERTIFICATION:**

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Department of Personnel may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC 4A:4-6.2.)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**REMEMBER TO:**

**PLEASE INCLUDE THE REQUIRED \$15.00 PROCESSING FEE WITH YOUR APPLICATION.**

(If paying by check or money order, your name and address, must appear on your check or money order.

Do not staple or pin payments to the application. Use paper clips.

**DO NOT MAIL CASH!**

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR THE CLERICAL ASSESSMENT PROGRAM

(READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION)

**1. PAYMENT METHOD:** If you are currently receiving General Assistance (welfare), Aid to Families with Dependent Children (AFDC), or Supplemental Security Income (SSI), you are exempt from submitting the APPLICATION FEE. If so, check the box marked "FEE EXEMPTION," then check the box indicating the type of assistance you are receiving and enclose the required proof. ALL OTHER CANDIDATES are required to submit a \$15.00 fee for filing application forms. Check whether you are submitting a Personal check or Money order payable to NJDOP. Enclose your check or money order with your application, **do not send cash and do not staple or pin the check to the application.** *NOTE: Any check returned for insufficient funds will result in the disqualification of that applicant from the selection process.*

**2 & 3. LAST NAME, FIRST NAME:** Use capital (uppercase) letters to print your last name, first name.

**4. SOCIAL SECURITY NUMBER:** Your Social Security number will be kept confidential and used as your applicant identification number to track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide this number, a unique number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or testing process.

**5. DAYTIME TELEPHONE NUMBER:** Enter the area code and telephone number where you can be contacted during normal working hours.

**6. CITIZEN:** Check the "YES" box if you are a United States citizen or the "NO" box if you are not a United States citizen.

**7. CLAIMING VETERANS PREFERENCE:** Check the "YES" box if you are claiming Civil Service Veterans Preference for this exam. If you have established veterans preference for exam purposes since April 1, 1980, no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at [www.state.nj.us/personnel](http://www.state.nj.us/personnel) and at our office at 44 S. Clinton Ave., Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans Affairs. For more information, you may visit their web site at [www.state.nj.us/military](http://www.state.nj.us/military) or contact them at 1-800-624-0508. If you are NOT a veteran or are NOT claiming veterans preference, check the "NO" box. Do NOT leave this section unanswered/blank.

**8. REQUIRE ADA ASSISTANCE:** Check the "YES" box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act. Otherwise, check the "NO" box. Do NOT leave this section unanswered/blank.

**9. MAILING ADDRESS:** Clearly print your complete mailing address in capital (uppercase) letters. STREET: Enter the number and street of your mailing address, leave spacing as appropriate between number and street name. If you use a Post Office Box for your mailing address, you may omit the STREET entry. APT. or P.O. BOX: Enter EITHER your APARTMENT NUMBER or POST OFFICE BOX NUMBER as appropriate. If you use neither, omit the APT. or P.O. BOX entry. CITY: Print the name of the city in your mailing address. STATE: Enter the two-letter abbreviation of the state in your mailing address. ZIP CODE: Enter your zip code in your mailing address.

**10. RESIDENCY CODE:** If you do NOT live in New Jersey, enter 0000. If you live in New Jersey, enter your 4-digit residency code from the list provided on the two pages that follow these instructions. First, find the county, then the specific town, borough, city, or township in which you reside. Copy the corresponding code into these boxes. **Caution:** this code must represent where you LIVE, therefore it may or may not represent your MAILING ADDRESS. **Failure to complete this code properly may cause you to be rejected from this examination. Insure the code you choose accurately represents where you live.**

**11. E-MAIL ADDRESS:** Enter your personal e-mail address, if any. Place each letter and character of your address in a box, using separate boxes for the symbols "at" (@) and for "dot" (.).

**12. TEST LOCATION PREFERENCE:** Check the box indicating the county in which you would like to be scheduled to take the examination. **Check one box only for either evening or daytime testing.**

**13. WORK LOCATION PREFERENCE(S):** Check the box(es) for all counties in which you will accept employment. You MUST check at least one box in this section.

## 14. BACKGROUND DATA:

A: (Optional, Voluntary) Check the group of which you are a member.

B: (Optional, Voluntary) Indicate your sex.

C. EDUCATION: Check the box that represents the highest level of education that you have **completed**.

D. SUPPLEMENTAL EDUCATION INFORMATION: SECRETARIAL SCIENCE: Check "YES" if you have completed a two year degree in SECRETARIAL SCIENCE. Proof of your degree may be required at a later date. Check "NO" if you have NOT completed such a program.

**15. EMPLOYMENT RECORD:** (Pages 2 through 4) Follow the instructions on the application which appear at the beginning of this section. Items "A" through "F" MUST be completed. Each item must have one, and only one, length of experience checked. **FOR EACH ITEM (A through F) CHECK YOUR LEVEL OF EXPERIENCE AND LIST THE EMPLOYERS WHERE YOU OBTAINED THE EXPERIENCE YOU CHECKED. IF YOU OBTAINED DIFFERENT TYPES OF EXPERIENCE FROM ANY ONE EMPLOYER, YOU MAY LIST THAT SAME EMPLOYER UNDER MORE THAN ONE TYPE OF EXPERIENCE.**

**16. through 21. WILLINGNESS QUESTIONS:** Answer each question by checking the "YES" or "NO" box. Each question requires you to make a decision on your employment preferences and/or needs. Each question MUST be answered.

**22. BILINGUAL POSITIONS: IF YOU ARE INTERESTED IN COMPETING FOR BILINGUAL POSITIONS (JOBS), check any languages IN WHICH YOU ARE PROFICIENT AND IN WHICH YOU ARE WILLING TO USE ON THE JOB.** Note that any claimed language proficiency will be tested prior to your being hired into a permanent bilingual position.

**23. SALARY:** Enter the first two digits of the minimum yearly salary you are willing to accept. TYPICAL clerical starting salaries are in the range of \$18,000 to \$24,000 per year. You should, of course, enter a realistic figure based on your personal needs. At the same time, you must consider that offers of employment in positions which start at substantially higher salaries are extremely limited.

## AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS:

**CERTIFICATION:** Read each statement carefully. Sign your legal signature and enter the date of your signature.

Mail Completed Applications, along with the \$15.00 application fee or proof of exemption to:

New Jersey Department of Personnel  
OC Application Processing Unit  
P.O. Box 321  
Trenton, New Jersey 08625-0321

# Residency Codes

In section #10 of your application, enter the appropriate four-digit code for the municipality where you live.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
<b>Atlantic County</b>							
Absecon City .....	0101	Rivervale Twp .....	0253	Haddon Twp .....	0416	West Caldwell Boro .....	0721
Atlantic City .....	0102	Rochelle Park Twp .....	0254	Haddonfield Boro .....	0417	West Orange Town .....	0722
Brigantine City .....	0103	Rockleigh Boro .....	0255	Haddon Heights Boro .....	0418		
Buena Boro .....	0104	Rutherford Boro .....	0256	Hi Nella Boro .....	0419	<b>Gloucester County</b>	
Buena Vista Twp .....	0105	Saddle Brook Twp .....	0257	Laurel Springs Boro .....	0420	Clayton Boro .....	0801
Corbin City .....	0106	Saddle River Boro .....	0258	Lawnside Boro .....	0421	Deptford Twp .....	0802
Egg Harbor City .....	0107	South Hackensack Twp .....	0259	Lindenwold Boro .....	0422	East Greenwich Twp .....	0803
Egg Harbor Twp .....	0108	Teaneck Twp .....	0260	Magnolia Boro .....	0423	Elk Twp .....	0804
Estell Manor City .....	0109	Tenafly Boro .....	0261	Merchantville Boro .....	0424	Franklin Twp .....	0805
Folsom Boro .....	0110	Teterboro Boro .....	0262	Mount Ephraim Boro .....	0425	Glassboro Boro .....	0806
Galloway Twp .....	0111	Upper Saddle River Boro .....	0263	Oaklyn Boro .....	0426	Greenwich Twp .....	0807
Hamilton Twp .....	0112	Waldwick Boro .....	0264	Pennsauken Twp .....	0427	Harrison Twp .....	0808
Hammonton Town .....	0113	Wallington Boro .....	0265	Pine Hill Boro .....	0428	Logan Twp .....	0809
Linwood City .....	0114	Washington Twp .....	0266	Pine Valley Boro .....	0429	Mantua Twp .....	0810
Longport Boro .....	0115	Westwood Boro .....	0267	Runnemede Boro .....	0430	Monroe Twp .....	0811
Margate City .....	0116	Woodcliff Lake Boro .....	0268	Somerdale Boro .....	0431	National Park Boro .....	0812
Mullica Twp .....	0117	Wood-Ridge Boro .....	0269	Stratford Boro .....	0432	Newfield Boro .....	0813
Northfield City .....	0118	Wyckoff Twp .....	0270	Tavistock Boro .....	0433	Paulsboro Boro .....	0814
Pleasantville City .....	0119			Voorhees Twp .....	0434	Pitman Boro .....	0815
Port Republic City .....	0120	<b>Burlington County</b>		Waterford Twp .....	0435	South Harrison Twp .....	0816
Somers Point City .....	0121	Bass River Twp .....	0301	Winslow Twp .....	0436	Swedesboro Boro .....	0817
Ventnor City .....	0122	Beverly City .....	0302	Woodlynne Boro .....	0437	Washington Twp .....	0818
Weymouth Twp .....	0123	Bordentown City .....	0303			Wenonah Boro .....	0819
		Bordentown Twp .....	0304	<b>Cape May County</b>		West Deptford Twp .....	0820
<b>Bergen County</b>		Burlington City .....	0305	Avalon Boro .....	0501	Westville Boro .....	0821
Allendale Boro .....	0201	Burlington Twp .....	0306	Cape May City .....	0502	Woodbury City .....	0822
Alpine Boro .....	0202	Chesterfield Twp .....	0307	Cape May Point Boro .....	0503	Woodbury Heights Boro .....	0823
Bergenfield Boro .....	0203	Cinnaminson Twp .....	0308	Dennis Twp .....	0504	Woolwich Twp .....	0824
Bogota Boro .....	0204	Delanco Twp .....	0309	Lower Twp .....	0505		
Carlstadt Boro .....	0205	Delran Twp .....	0310	Middle Twp .....	0506	<b>Hudson County</b>	
Cliffside Park Boro .....	0206	Eastampton Twp .....	0311	North Wildwood City .....	0507	Bayonne City .....	0901
Closter Boro .....	0207	Edgewater Park Twp .....	0312	Ocean City .....	0508	East Newark Boro .....	0902
Cresskill Boro .....	0208	Evesham Twp .....	0313	Sea Isle City .....	0509	Guttenberg Town .....	0903
Demarest Boro .....	0209	Fieldsboro Boro .....	0314	Stone Harbor Boro .....	0510	Harrison Town .....	0904
Dumont Boro .....	0210	Florence Twp .....	0315	Upper Twp .....	0511	Hoboken City .....	0905
East Rutherford Boro .....	0212	Hainesport Twp .....	0316	West Cape May Boro .....	0512	Jersey City .....	0906
Edgewater Boro .....	0213	Lumberton Twp .....	0317	West Wildwood Boro .....	0513	Kearny Town .....	0907
Elmwood Park Boro .....	0211	Mansfield Twp .....	0318	Wildwood City .....	0514	North Bergen Twp .....	0908
Emerson Boro .....	0214	Maple Shade Twp .....	0319	Wildwood Crest Boro .....	0515	Secaucus Town .....	0909
Englewood City .....	0215	Medford Twp .....	0320	Woodbine Boro .....	0516	Union City .....	0910
Englewood Cliffs Boro .....	0216	Medford Lakes Boro .....	0321			Weehawken Twp .....	0911
Fair Lawn Boro .....	0217	Moorestown Twp .....	0322	<b>Cumberland County</b>		West New York Town .....	0912
Fairview Boro .....	0218	Mount Holly Twp .....	0323	Bridgeton City .....	0601		
Fort Lee Boro .....	0219	Mount Laurel Twp .....	0324	Commercial Twp .....	0602	<b>Hunterdon County</b>	
Franklin Lakes Boro .....	0220	New Hanover Twp .....	0325	Deerfield Twp .....	0603	Alexandria Twp .....	1001
Garfield City .....	0221	North Hanover Twp .....	0326	Downe Twp .....	0604	Bethlehem Twp .....	1002
Glen Rock Boro .....	0222	Palmyra Boro .....	0327	Fairfield Twp .....	0605	Bloombsbury Boro .....	1003
Hackensack City .....	0223	Pemberton Boro .....	0328	Greenwich Twp .....	0606	Califon Boro .....	1004
Harrington Park Boro .....	0224	Pemberton Twp .....	0329	Hopewell Twp .....	0607	Clinton Town .....	1005
Hasbrouck Heights Boro .....	0225	Riverside Twp .....	0330	Lawrence Twp .....	0608	Clinton Twp .....	1006
Haworth Boro .....	0226	Riverton Boro .....	0331	Maurice River Twp .....	0609	Delaware Twp .....	1007
Hillsdale Boro .....	0227	Shamong Twp .....	0332	Millville City .....	0610	East Amwell Twp .....	1008
Hohokus Boro .....	0228	Southampton Twp .....	0333	Shiloh Boro .....	0611	Flemington Boro .....	1009
Leonia Boro .....	0229	Springfield Twp .....	0334	Stow Creek Twp .....	0612	Franklin Twp .....	1010
Little Ferry Boro .....	0230	Tabernacle Twp .....	0335	Upper Deerfield Twp .....	0613	Frenchtown Boro .....	1011
Lodi Boro .....	0231	Washington Twp .....	0336	Vineland City .....	0614	Glen Gardner Boro .....	1012
Lyndhurst Twp .....	0232	Westampton Twp .....	0337			Hampton Boro .....	1013
Mahwah Twp .....	0233	Willingboro Twp .....	0338	<b>Essex County</b>		High Bridge Boro .....	1014
Maywood Boro .....	0234	Woodland Twp .....	0339	Belleville Town .....	0701	Holland Twp .....	1015
Midland Park Boro .....	0235	Wrightstown Boro .....	0340	Bloomfield Town .....	0702	Kingwood Twp .....	1016
Montvale Boro .....	0236			Caldwell Boro .....	0703	Lambertville City .....	1017
Moonachie Boro .....	0237	<b>Camden County</b>		Cedar Grove Twp .....	0704	Lebanon Boro .....	1018
New Milford Boro .....	0238	Audubon Boro .....	0401	East Orange City .....	0705	Lebanon Twp .....	1019
North Arlington Boro .....	0239	Audubon Park Boro .....	0402	Essex Fells Boro .....	0706	Milford Boro .....	1020
Northvale Boro .....	0240	Barrington Boro .....	0403	Fairfield Boro .....	0707	Raritan Twp .....	1021
Norwood Boro .....	0241	Bellmawr Boro .....	0404	Glen Ridge Boro .....	0708	Readington Twp .....	1022
Oakland Boro .....	0242	Berlin Boro .....	0405	Irvington Town .....	0709	Stockton Boro .....	1023
Old Tappan Boro .....	0243	Berlin Twp .....	0406	Livingston Twp .....	0710	Tewksbury Twp .....	1024
Oradell Boro .....	0244	Brooklawn Boro .....	0407	Maplewood Twp .....	0711	Union Twp .....	1025
Palisades Park Boro .....	0245	Camden City .....	0408	Millburn Twp .....	0712	West Amwell Twp .....	1026
Paramus Boro .....	0246	Cherry Hill Twp .....	0409	Montclair Town .....	0713		
Park Ridge Boro .....	0247	Chesilhurst Boro .....	0410	Newark City .....	0714	<b>Mercer County</b>	
Ramsey Boro .....	0248	Clementon Boro .....	0411	North Caldwell Boro .....	0715	East Windsor Twp .....	1101
Ridgefield Boro .....	0249	Collingswood Boro .....	0412	Nutley Town .....	0716	Ewing Twp .....	1102
Ridgefield Park Village .....	0250	Gibbsboro Boro .....	0413	Orange City .....	0717	Hamilton Twp .....	1103
Ridgewood Twp .....	0251	Gloucester City .....	0414	Roseland Boro .....	0718	Hightstown Boro .....	1104
River Edge Boro .....	0252	Gloucester Twp .....	0415	South Orange Village Twp .....	0719	Hopewell Boro .....	1105
				Verona Boro .....	0720		

# Residency Codes (continued)

In section #10 of your application, enter the appropriate four-digit code for the municipality where you live.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
Hopewell Twp .....	1106	Roosevelt Boro .....	1341	Ocean Twp .....	1520	Byram Twp .....	1904
Lawrence Twp .....	1107	Rumson Boro .....	1342	Ocean Gate Boro .....	1521	Frankford Twp .....	1905
Pennington Boro .....	1108	Sea Bright Boro .....	1343	Pine Beach Boro .....	1522	Franklin Boro .....	1906
Princeton Boro .....	1109	Sea Girt Boro .....	1344	Plumsted Twp .....	1523	Fredon Twp .....	1907
Princeton Twp .....	1110	Shrewsbury Boro .....	1345	Point Pleasant Boro .....	1524	Green Twp .....	1908
Trenton City .....	1111	Shrewsbury Twp .....	1346	Point Pleasant Beach Boro .....	1525	Hamburg Boro .....	1909
Washington Twp .....	1112	South Belmar Boro .....	1347	Seaside Heights Boro .....	1526	Hampton Twp .....	1910
West Windsor Twp .....	1113	Spring Lake Boro .....	1348	Seaside Park Boro .....	1527	Hardyston Twp .....	1911
		Spring Lake Heights Boro .....	1349	Ship Bottom Boro .....	1528	Hopatcong Boro .....	1912
		Tinton Falls Boro .....	1356	South Toms River Boro .....	1529	Lafayette Twp .....	1913
<b>Middlesex County</b>		Union Beach Boro .....	1350	Stafford Twp .....	1530	Montague Twp .....	1914
Carteret Boro .....	1201	Upper Freehold Twp .....	1351	Surf City Boro .....	1531	Newton Town .....	1915
Cranbury Twp .....	1202	Wall Twp .....	1352	Tuckerton Boro .....	1532	Ogdensburg Boro .....	1916
Dunellen Boro .....	1203	West Long Branch Boro .....	1353	Union Twp .....	1533	Sandyston Twp .....	1917
East Brunswick Twp .....	1204					Sparta Twp .....	1918
Edison Twp .....	1205					Stanhope Boro .....	1919
Helmetta Boro .....	1206	<b>Morris County</b>		<b>Passaic County</b>		Stillwater Twp .....	1920
Highland Park Boro .....	1207	Boonton Town .....	1401	Bloomington Boro .....	1601	Sussex Boro .....	1921
Jamesburg Boro .....	1208	Boonton Twp .....	1402	Clifton City .....	1602	Vernon Twp .....	1922
Madison Twp .....	1209	Butler Boro .....	1403	Haledon Boro .....	1603	Walpack Twp .....	1923
Metuchen Boro .....	1210	Chatham Boro .....	1404	Hawthorne Boro .....	1604	Wantage Twp .....	1924
Middlesex Boro .....	1211	Chatham Twp .....	1405	Little Falls Twp .....	1605		
Milltown Boro .....	1212	Chester Boro .....	1406	North Haledon Boro .....	1606		
Monroe Twp .....	1213	Chester Twp .....	1407	Passaic City .....	1607	<b>Union County</b>	
New Brunswick City .....	1214	Denville Twp .....	1408	Paterson City .....	1608	Berkeley Heights Twp .....	2001
North Brunswick Twp .....	1215	Dover Town .....	1409	Pompton Lakes Boro .....	1609	Clark Twp .....	2002
Old Bridge Twp .....	1216	East Hanover Twp .....	1410	Prospect Park Boro .....	1610	Cranford Twp .....	2003
Perth Amboy City .....	1217	Florham Park Boro .....	1411	Ringwood Boro .....	1611	Elizabeth City .....	2004
Piscataway Twp .....	1217	Hanover Twp .....	1412	Totowa Boro .....	1612	Fanwood Boro .....	2005
Plainsboro Twp .....	1218	Harding Twp .....	1413	Wanaque Boro .....	1613	Garwood Boro .....	2006
Sayreville Boro .....	1219	Jefferson Twp .....	1414	Wayne Twp .....	1614	Hillside Twp .....	2007
South Amboy City .....	1220	Kinnelon Boro .....	1415	West Milford Twp .....	1615	Kenilworth Boro .....	2008
South Brunswick Twp .....	1221	Lincoln Park Boro .....	1416	West Paterson Boro .....	1616	Linden City .....	2009
South Plainfield Boro .....	1222	Long Hill .....	1440			Mountainside Boro .....	2010
South River Boro .....	1223	Madison Boro .....	1417	<b>Salem County</b>		New Providence Boro .....	2011
Spotswood Boro .....	1224	Mendham Boro .....	1418	Alloway Twp .....	1701	Plainfield City .....	2012
Woodbridge Twp .....	1225	Mendham Twp .....	1419	Carney's Point Twp .....	1716	Rahway City .....	2013
		Mine Hill Twp .....	1420	Elmer Boro .....	1702	Roselle Boro .....	2014
<b>Monmouth County</b>		Montville Twp .....	1421	Elsinboro Twp .....	1703	Roselle Park Boro .....	2015
Aberdeen Twp .....	1355	Morris Twp .....	1422	Lower Alloways Creek Twp.....	1704	Scotch Plains Twp .....	2016
Allenhurst Boro .....	1301	Morris Plains Boro .....	1423	Mannington Twp .....	1705	Springfield Twp .....	2017
Allentown Boro .....	1302	Morristown Town .....	1424	Oldmans Twp .....	1706	Summit City .....	2018
Asbury Park City .....	1303	Mountain Lakes Boro .....	1425	Penns Grove Boro .....	1707	Union Twp .....	2019
Atlantic Highlands Boro .....	1304	Mount Arlington Boro .....	1426	Pennsville Twp .....	1708	Westfield Twp .....	2020
Avon-by-the-Sea Boro .....	1305	Mount Olive Twp .....	1427	Pilesgrove Twp .....	1709	Winfield Twp .....	2021
Belmar Boro .....	1306	Netcong Boro .....	1428	Pittsgrove Twp .....	1710		
Bradley Beach Boro .....	1307	Parsippany-Troy Hills Twp .....	1429	Quinton Twp .....	1711	<b>Warren County</b>	
Brielle Boro .....	1308	Passaic Twp .....	1430	Salem City .....	1712	Allamuchy Twp .....	2101
Colts Neck Twp .....	1309	Pequannock Twp .....	1431	Upper Penns Neck Twp .....	1713	Alpha Boro .....	2102
Deal Boro .....	1310	Randolph Twp .....	1432	Upper Pittsgrove Twp .....	1714	Belvidere Town .....	2103
Eatontown Boro .....	1311	Riverdale Boro .....	1433	Woodstown Boro .....	1715	Blairstown Twp .....	2104
Englishtown Boro .....	1312	Rockaway Boro .....	1434			Franklin Twp .....	2105
Fair Haven Boro .....	1313	Rockaway Twp .....	1435	<b>Somerset County</b>		Frelinghuysen Twp .....	2106
Farmingdale Boro .....	1314	Roxbury Twp .....	1436	Bedminster Twp .....	1801	Greenwich Twp .....	2107
Freehold Boro .....	1315	Victory Gardens Boro .....	1437	Bernards Twp .....	1802	Hackettstown Town .....	2108
Freehold Twp .....	1316	Washington Twp .....	1438	Bernardsville Boro .....	1803	Hardwick Twp .....	2109
Hazlet Twp .....	1319	Wharton Boro .....	1439	Bound Brook Boro .....	1804	Harmony Twp .....	2110
Highlands Boro .....	1317			Branchburg Twp .....	1805	Hope Twp .....	2111
Holmdel Twp .....	1318	<b>Ocean County</b>		Bridgewater Twp .....	1806	Independence Twp .....	2112
Howell Twp .....	1319	Barneget Twp .....	1534	Far Hills Boro .....	1807	Knowlton Twp .....	2113
Interlaken Boro .....	1320	Barneget Light Boro .....	1501	Franklin Twp .....	1808	Liberty Twp .....	2114
Keansburg Boro .....	1321	Bay Head Boro .....	1502	Green Brook Twp .....	1809	Lopatcong Twp .....	2115
Keyport Boro .....	1322	Beach Haven Boro .....	1503	Hillsboro Twp .....	1810	Mansfield Twp .....	2116
Little Silver Boro .....	1323	Beachwood Boro .....	1504	Manville Boro .....	1811	Oxford Twp .....	2117
Loch Arbour Village.....	1324	Berkeley Twp .....	1505	Millstone Boro .....	1812	Pahaquarry Twp .....	2118
Long Branch City .....	1325	Brick Twp .....	1506	Montgomery Twp .....	1813	Phillipsburg Town .....	2119
Manalapan Twp .....	1326	Dover Twp .....	1507	North Plainfield Boro .....	1814	Pohatcong Twp .....	2120
Manasquan Boro .....	1327	Eagleswood Twp .....	1508	Peapack-Gladstone Boro .....	1815	Washington Boro .....	2121
Marlboro Twp .....	1328	Harvey Cedars Boro .....	1509	Raritan Boro .....	1816	Washington Twp .....	2122
Matawan Boro .....	1329	Island Heights Boro .....	1510	Rocky Hill Boro .....	1817	White Twp .....	2123
Middletown Twp .....	1331	Jackson Twp .....	1511	Somerville Boro .....	1818		
Millstone Twp .....	1332	Lacey Twp .....	1512	South Bound Brook Boro .....	1819	<b>Residents of Other States</b>	0000
Monmouth Beach Boro .....	1333	Lakehurst Boro .....	1513	Warren Twp .....	1820		
Neptune City Boro .....	1335	Lakewood Twp .....	1514	Watchung Boro .....	1821		
Neptune Twp .....	1334	Lavallette Boro .....	1515				
New Shrewsbury Boro .....	1336	Little Egg Harbor Twp .....	1516	<b>Sussex County</b>			
Ocean Twp .....	1337	Long Beach Twp .....	1517	Andover Boro .....	1901		
Oceanport Boro .....	1338	Manchester Twp .....	1518	Andover Twp .....	1902		
Red Bank Boro .....	1340	Mantoloking Boro .....	1519	Branchville Boro .....	1903		